



Report of Project Activities

Department of Labor and Workforce Development
Division of Business Partnerships
**DENALI TRAINING FUND
PROGRESS REPORT**



NAME OF ORGANIZATION: Alaska Association of Municipal Clerks 7-231

NAME OF PROJECT: Professional Development Training

REPORT PERIOD: Period ending June 30, 2007

PROJECT ACTIVITIES AND ACCOMPLISHMENTS:

Ten clerks from rural Alaska municipalities received scholarships to attend training at the Northwest Clerks' Institute conducted by Washington State University, Center for Distance & Professional Education. The training was located at the University of Puget Sound in Tacoma, Washington. Some of the training topics included were professional communications, records management, customer service, parliamentary procedure, use of technology, financial management and budgeting, conflict resolution, and legal issues.

The clerks who received training were from small, rural communities with limited resources. In many of the communities, their position comprises a substantial part of city services, and they are responsible for much more than a clerk in a larger community would be responsible for. It is anticipated that this training will enable them to improve the services they provide to their municipality and the citizens in their community.

Of the ten clerks who were chosen for the scholarship program, all accepted the scholarship, and all successfully completed the training program at the Northwest Clerks' Institute.

PLANNED ACTIVITIES FOR NEXT REPORTING PERIOD:

During the next month, we expect to receive outstanding receipts from the training, and to complete all reimbursement requests and all paperwork required under the conditions of the grant. The training period has closed, and no additional training will be conducted.

PROBLEMS, DELAYS OR CONCERNS EXPERIENCED:

The grant activities proceeded as planned, however it has been difficult to get everyone to turn in all the necessary paperwork. It would be beneficial in future years to require participants to fill out participant and release forms before they are permitted to take the training. In addition, it might be easier in future years to pay the training provider directly, instead of having participants pay the training provider, and then reimbursing them.

POSSIBLE PROBLEM RESOLUTIONS AND TIMEFRAMES:

We expect to submit the final reports and reimbursement requests within the reporting time frames required by the grantor.

Certification: I certify that the above information is true and correct and in accordance with the terms and conditions of the agreement.

Shana Crondahl, Legislative Liaison
Name and Title

 7/20/07
Signature Date

*Please send via e-mail to carol_schumacher@labor.state.ak.us and mail the original hard copy as per the grant agreement.

7/20/2007